

*****DRAFT*****

Minutes

Human Services Commission

Thursday, September 22, 2005

5:00 P.M.

Via Linda Senior Center – Room #4

10440 E. Via Linda

Scottsdale, AZ 85258

Present: Chair Bachmann, Vice-Chair Reid, Commissioners Bowers, Czapinski, Hemmingsen and Fausel

Absent: Commissioner Berg

Other participants: Housing Board Chair Edwards and Member Morgan

Staff Present: Connie James, Mark Bethel, Dawn Cagan, Jan Cameron, Vicki French, Phil Hershkowitz, Diane Kallal, Justin Lisonbee, Mary Kay Rieke and Jim Saunders

CALL TO ORDER

Chair Bachmann called the meeting to order at 5:09 pm.

APPROVAL OF MINUTES FROM THE SEPTEMBER 9, 2005 MEETING

Vice-chair Reid moved for approval of the September 9, 2005 meeting minutes; Commissioner Czapinski seconded and the motion carried unanimously.

BRIEFING ON LEGAL MATTERS OF GENERAL INTEREST TO COMMISSIONERS

Senior City Attorney, Jay Osborn presented a briefing on the topics of open meeting laws, conflict of interest laws and other legal matters relating to the roles and responsibilities of members of City boards and commissions.

Connie James, Human Services Director, discussed quorum calls and their necessity.

Chair Bachmann asked what was appropriate in communicating with Ms. James or Mr. Bethel. Mr. Osborn stated that it is appropriate for commissioners to send something to Ms. James or Mr. Bethel requesting information, and it is appropriate for them to send you that information. Those emails are an exchange of information, not a discussion of a legal matter. Mr. Osborn added that it is also appropriate to email about administrative issues such as what time to hold a meeting or where to hold a meeting.

Commissioner Fausel asked if the Chair and Vice-chair are not in attendance at a meeting, but there is still a quorum, can the commission still hold a meeting. Mr. Osborn said, yes and in that case the Chair usually designates someone to chair the meeting.

Chair Bachmann asked that when commissioners recuse themselves due to a conflict of interest, should they physically leave the meeting. Mr. Osborn said there is nothing in the law that says a commissioner should physically leave the meeting, but he advised that leaving the meeting is a very good way of divorcing yourself from the issue. Mr. Osborn added that if a

commissioner does have a conflict of interest, it would be best to pull off the conflict of interest form from the City Clerk website and file it with the city Clerks office.

Ms. James thanked Mr. Osborn for coming and presenting to the commission.

REVIEW OF UPCOMING FUNDING PROCESS AND GRANT APPLICATIONS

Mark Bethel, Community Assistance Manager, provided a brief overview of the upcoming CDBG/HOME funding allocation process and funding priorities. Connie James, Human Services Director provided a brief overview of the upcoming General Fund/Scottsdale Cares/Endowment funding allocation process and funding priorities. Diane Kallal, Senior Grants Program Specialist, reviewed the grant applications, process and calendar for the upcoming funding cycle. The Human Services Commission determined that they want a special cover letter for proposals.

Mr. Bethel thanked Justin and Diane for all of their hard work.

Housing Board Chair Edwards asked if Mr. Bethel deducted the potential decrease for CDBG on the form he is handing out at orientation. Mr. Bethel said yes.

Chair Bachman asked if staff would go over the funding process again with the commission and Mr. Bethel said yes, at the January 26, 2006 Human Services Commission meeting.

Chair Bachmann remarked that the commission was not aware of the decision by the Housing Board and the extent of their involvement in the funding process. Ms. James indicated that the Housing Board had just voted at their last meeting on September 13. Housing Board Chair Edwards indicated that the Housing Board voted on having two Housing Board Members at the funding hearings.

Commissioner Czapinski asked if it was ever possible for a commissioner to attend the audit of the agencies with staff. Mr. Bethel said that staff has not had a commissioner attend those audits in the past, and typically, non-profits are happy for commissioners to tour their facilities. He said that if the agency is comfortable and gives their permission, commissioners attending should not be a problem.

Commissioner Bowers asked if there was ever a time the City Council did not follow the commission's funding recommendations. Mr. Bethel said yes. The recommended funding for CASS (Central Arizona Shelter Services) was lower than the year before as the allocation for funding was lower. He stated it was the City Council's wish that CASS receive an increase in their allocation and staff reallocated more funds to CASS.

Vice-chair Reid indicated her appreciate for all of staff's hard work in preparing for the funding process and providing the commission with the pertinent information so that they can make informed decisions.

Chair Bachmann asked if the letter from the commission in the orientation packets is essentially the same as the prior year. Mr. Bethel said yes. Chair Bachmann asked if Chair Edwards name could be on the letter as well and Ms. James said that would be fine if it's good with Chair Edwards. Chair Edwards agreed.

Chair Bachmann asked if when the Human Services Commission and the two Housing Board members meeting at the February 6, CDBG/HOME hearings, could the Chair duties be split. Ms. James said that while that was a good idea, it would not be possible because there will only be two Housing Board members at the meeting, which does not constitute a quorum of the Housing Board, so Chair Edwards would not be in a Chair capacity. Mr. Bethel added that it would be appropriate and encouraged for commissioners and Housing Board Members to ask follow up questions after the presentation. Ms. James added that even though CDBG/HOME presenters have ten minutes to present, there is unlimited time for follow up questions and staff encourages the commission and board to ask as many questions as they need to make the best decisions regarding funding.

Ms. Kallal added that the blue evaluation sheets sent to the agencies before they present must be answered and returned to staff before their presentation as well. Ms. James stated that follow up questions many times give the agencies food for thought regarding their request and their programs.

Chair Edwards asked about the purple sheet in the packets and what the affordable housing funds are; is that the monies from the General Fund? Mr. Bethel stated yes and that in the past that \$100,000 General Fund amount for housing activities has been married with the HOME allocation, which was the original intent when submitted to the budget and decision package in 1999, because there wasn't a sufficient amount of HOME funds to cover a housing and rehab project. He added that last year, \$100,000 of the Save the Family allocation was from the General Funds.

Chair Bachmann asked if staff mailed the packets to prospective agencies. Ms. James said that there is a variety of things done. If agencies attend the orientation they receive a packet, however if they do not, they can either receive the application online or call and staff will mail the packet to them.

Commissioner Fausel asked if there are new non-profits out there seeking funds can commissioners recommend this funding? Mr. Bethel said absolutely.

HUMAN SERVICES COMMISSION FISCAL YEAR AGENDA

Connie James, Human Services Director, discussed the agenda and the tours of various non-profit facilities in the east valley.

Ms. James discussed the upcoming October 13 legislative update meeting where commission will receive the Human Services Issues Report, hear the about the present issues that are coming in the next legislative session, hear from either Senator Allen or Representative Michelle Regan, PAFCO's (Protecting Arizona's Families Coalition) Tim Schmaltz and the city's new Intergovernmental Relations Director, Bridget Schwartz Hancock. Ms. James added that commissioners will receive a draft of the HS Issues Report for input and then will see the final report for approval. Once approved, staff will send the HS Issues Report and Fiscal Year Update 2004/2005 to the City Council with a cover letter from the commission.

Ms. James discussed the tour of Teen Lifeline at the October 27 meeting and that Kathy Breen, Recreation Coordinator and Mary Kay Rieke, Human Services Manager at Paiute would

coordinate that meeting. She indicated that there will be an agenda for this meeting and that commissioners will meet either at Paiute or Pepperwood and take a city van to the tour.

Commissioner Bowers asked about the hearing meetings scheduled for February and how long they would last. Ms. James stated that it depends on the proposals, but typically they last from four to five hours. She added that before each of these February meetings, commission will be provided with lunch.

STAFF AND COMMISSION UPDATES

Ms. James discussed the Salt River Pima Maricopa Indian Community Request for Proposals and the legal requirement of the reservations that have casinos to give 12 percent of their gaming profits to local governments each year. This year the City of Scottsdale applied for \$2,718,500 in areas from transportation to recreation. The Salt River Pima Maricopa Indian Community only funded Human Services for the following programs:

		Requested	Awarded
Senior Center at Granite Reef	Outdoor Activity Area	\$65,000	\$65,000
Paiute Neighborhood Center	Computer Lab	\$50,000	\$50,000
Paiute Neighborhood Center	Intergenerational Shuttle	\$62,000	\$62,000
Paiute FECLC	Furniture	\$ 3,500	\$ 3,500
STOMP	Salaries/Teens	\$50,000	\$50,000
Sr. Centers	Intergenerational Programs	\$ 5,000	\$ 5,000

Ms. James added that commissioners should watch both Newsweek and The Today Show on Monday for some good news about Scottsdale. However, the news may take longer if Hurricane Rita becomes any worse.

Commissioner Fausel indicated that Tuesday, September 27, there will be an unveiling of the new Governor's Commission on Children, Youth and Families. She said if staff or commissioners wanted more information they could call her secretary, Dale King at 480-834 2121.

Ms. James thanked the Housing Board for attending the meeting and Chair Edwards said they wanted to make sure they were still involved. Housing Board Member Morgan stated that he appreciates that Chair Bachmann and that the Commission continues to allow the Housing Board to have input in the proceedings, as well as showing open mindedness in inviting the Housing Board members back for the CDBG/HOME funding hearing.

OPEN CALL TO THE PUBLIC

Chair Bachmann made an open call to the public for comments/questions/announcements or other business. There were no replies.

ADJOURNMENT

With no further business to be brought before the commission, Chair Bachmann asked for a motion to adjourn the meeting. Commissioner Hemmingsen moved to adjourn the meeting and

Commissioner Fausel seconded. The motion carried unanimously and the meeting adjourned at 6:40 pm.

Respectfully submitted by Mary Beth Hollmann, Recording Secretary.

Meets established criteria.

Connie James
Director, Human Services